APPROVED OCTOBER 21, 2026

SCOTTSDALE AIRPORT ADVISORY COMMISSION
PUBLIC MEETING
Scottsdale Airport Aviation Business Center
Stearman/Thunderbird Meeting Room
15000 N. Airport Drive, Second Floor
Scottsdale, Arizona
Wednesday, August 19, 2026

PRESENT: April Beauboeuf, Chair
Thomas Kube, Vice-Chair
Craig Bennett, (arrived at 5:12 p.m. via telephone)
Peter Lenton
David MeCartney
Peter Mier

ABSENT: John Spalj

STAFF: Rick Wielebski, Aviation Director
Matthew Johnson, Director of Airport Operations & Maintenance
Mia Notorial, Airport Administrative Coordinator
Kelli Kuester, Aviation Planning and Outreach Coordinator

GUESTS: George Woods
Bianca Orta
Quinten McDaniel
Michael Figueroa
Doug Davies

CALL TO ORDER

The meeting was called to order at 5:00 p.m.

ROLL CALL

A formal roll call confirmed the presence of Commissioners as noted above.

PLEDGE OF ALLEGIANCE

Commissioner Beauboeuf led the Commission in the Pledge of Allegiance.

AVIATION DIRECTOR'S REPORT

Aviation Director, Rick Wielebski provided the Director's Report introducing and welcoming Mia Notorio as the new Airport Administrative Coordinator. He noted staff have continued to work through the summer approving contracts and permits and conduct normal tasks of running a busy airport. An upcoming item is the closure of the runway at the end of October which Mr. Johnson will expand upon during his update.

APPROVAL OF MINUTES

Regular Meeting: May 20, 2026

VICE-CHAIR KUBE MADE A MOTION TO APPROVE THE MAY 20, 2026, REGULAR MEETING MINUTES AS PRESENTED. COMMISSIONER MIER SECONDED THE MOTION, WHICH CARRIED 5/0 WITH CHAIR BEAUBOEUF, COMMISSIONERS KUBE, LENTON, MECARTNEY, AND MIER, VOTING IN THE AFFIRMATIVE.

PUBLIC COMMENT

There was no response to the call for public comment.

REGULAR AGENDA ITEMS 1-15

1. Annual Update from City of Scottsdale Risk Management.

Safety and Risk Management Director George Woods provided an update on the insurance programs procured for the Airport, including property insurance, workers' compensation, and fine art coverage, which encompasses items such as the aircraft displayed at the terminal entrance. He acknowledged the significant claim associated with last year's incident.

Mr. Woods reported that, based on analysis conducted with the City's insurance brokers, the Airport is adequately insured at $200 million. For context, he noted that the City of Scottsdale carries $393 million in coverage.

In response to Commissioner questions, Mr. Woods explained that Airport liability premiums are influenced by global market conditions, including events such as COVID-19. He added that rates have also increased in anticipation of potential resolution of last year's incident, reflected in the current $32,000 premium.

COMMISSIONER BENNETT ARRIVED AT 5:12 P.M.

Mr. Woods outlined additional services provided to the Airport, including contract review to ensure risk is appropriately assigned to entities conducting business on City property.

Addressing further inquiries, Mr. Woods confirmed that the minimum commercial general liability requirement is $1 million, consistent with State standards. A discussion followed regarding aeronautical business permit requirements, concluding with Mr. Wielebski and Mr. Woods collaborating to review existing insurance limits and determine whether adjustments are warranted.

Mr. Woods also noted that Safety and Training Coordinators could work with vendors to ensure OSHA training compliance prior to performing work at the Airport, which could be incorporated into permit requirements. Mr. Wielebski emphasized that, as a public-use airport receiving federal funding, it is best practice to maintain clear minimum standards, rules, and regulations to ensure consistent compliance.

As part of a broader citywide initiative, Mr. Woods stated that a comprehensive review of insurance requirements across all departments will be conducted, and findings will be presented to the Commission.

2. Discussion and Possible Action regarding application for Airport Aeronautical Business Permit for Mach One Structural Solutions, LLC to conduct Mobile Aircraft Maintenance services at Scottsdale Airport.

Aviation Director, Rick Wielebski, Mach One Structural Solutions, LLC has met the minimum operating standards to obtain a permit. He introduced Bianca Orta, a representative from the company, who provided additional details about the business and noted the company focuses on building a company that aircraft owners and operators can trust when safety, quality, and reliability matters.

Responding to Commissioner queries, Ms. Orta explained Mr. Smith has over 20 years of exclusive airplane repair coming from Virginia and being in Phoenix for the last two years. Sher further noted Mr. Smith currently works out of his home, and the business only has two employees for now. They have secured a location at Scottsdale and Mesa airports to conduct their repair work.

COMMISSIONER LENTON MADE A MOTION TO APPROVE THE APPLICATION FOR AIRPORT AERONAUTICAL BUSINESS PERMIT FOR MACH ONE STRUCTURAL SOLUTIONS, LLC, TO CONDUCT MOBILE AIRCRAFT MAINTENANCE SERVICES AT SCOTTSDALE AIRPORT. COMMISSIONER MECARTNEY SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR BEAUBOEUF, VICE-CHAIR KUBE, AND COMMISSIONERS BENNETT, LENTON, MECARTNEY, AND MEIR VOTING IN THE AFFIRMATIVE.

3. Discussion and Possible Action regarding application for Airport Aeronautical Business Permit for Bright Wing, LLC to conduct Mobile Aircraft Washing services at Scottsdale Airport.

Aviation Director, Rick Wielebski, Bright Wing Detailing, LLC has met the minimum operating standards to obtain a permit. He introduced Quinten McDaniel, a representative from the company, who provided additional details about the business and noted the company is 100 percent mobile and conducts dry wash only.

Responding to Commissioner queries, Mr. McDaniel explained the dry wash process which leaves no debris. He further explained that the company does not have any intention to transition to wet washing. The company provides services at Deer Valley, Goodyear, Glendale, among other airports.

VICE-CHAIR KUBE MADE A MOTION TO APPROVE THE APPLICATION FOR AIRPORT AERONAUTICAL BUSINESS PERMIT FOR BRIGHT WING DETAILING, LLC, TO CONDUCT

MOBILE AIRCRAFT WASHING SERVICES AT SCOTTSDALE AIRPORT. COMMISSIONER MECARTNNEY SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR BEAUBOEUF, VICE-CHAIR KUBE, AND COMMISSIONERS BENNETT, LENTON, MECARTNEY, AND MIER VOTING IN THE AFFIRMATIVE.

4. Discussion and Possible Action regarding application for Airport Aeronautical Business Permit for ROMF Solutions, LLC dba Real Clean Greater Phoenix. to conduct Mobile Aircraft Washing services at Scottsdale Airport.

Aviation Director, Rick Wielebski, ROMF Solutions, LLC dba Real Clean Greater Phoenix has met the minimum operating standards to obtain a permit. He introduced Michael Figueroa, a representative from the company, who provided additional details about the business. He noted the company is a franchise from expanding from the East coast and they conduct all detailing services and dry washes.

Responding to Commissioner queries, Mr. Figueroa discussed the company expanding from the East coast and currently provide services at Mesa, Gateway, Falcon, Deer Valley, Good Year airports. The company has been in the valley for eight months with four employees. Mr. Figueroa noted all employees attend a three-week training course and are provided with standard operating procedures.

COMMISSIONER LENTON MADE A MOTION TO APPROVE THE APPLICATION FOR AIRPORT AERONAUTICAL BUSINESS PERMIT FOR ROMF SOLUTIONS LLC DBA REAL CLEAN GREATER PHOENIX, TO CONDUCT MOBILE AIRCRAFT WASHING SERVICES AT SCOTTSDALE AIRPORT. COMMISSIONER MIER SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR BEAUBOEUF, VICE-CHAIR KUBE, AND COMMISSIONERS BENNETT, LENTON, MECARTNEY, AND MIER VOTING IN THE AFFIRMATIVE.

5. Discussion and Possible Action regarding application for Airport Aeronautical Business Permit for DTA Americas Inc. to conduct Aircraft Sales at Scottsdale Airport.

Aviation Director, Rick Wielebski, DTA Americas Inc. has met the minimum operating standards to obtain a permit. Unfortunately, they are unable to be present for this meeting; however, they have advised they can be present at Septembers meeting. Mr. Wielebski noted DTA Americas will be marketing VTOL (vertical take-off and landing) aircraft.

A discussion ensued among the Commissioners resulting in a decision to defer this presentation.

COMMISSIONER MIER MADE A MOTION TO DEFER REVIEW OF APPLICATION FOR AIRPORT AERONAUTICAL BUSINESS PERMIT FOR DTA AMERICAS INC, TO CONDUCT AIRCRAFT SALES AT SCOTTSDALE AIRPORT UNTIL THE SEPTEMBER MEETING. COMMISSIONER LENTON SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR BEAUBOEUF, VICE-CHAIR KUBE, AND COMMISSIONERS BENNETT, LENTON, MECARTNEY, AND MIER VOTING IN THE AFFIRMATIVE.

6. Discussion and Input regarding Airport and Airpark Aeronautical Business Permit Additions, Cancellations and Revocations.

Aviation Director Rick Wielebski, noted the applications approved tonight have been added to the report, which will be modified due to the deferral of DTA Americas Inc. to September. Executive Jet Management has moved from the airport to the airpark, and the chart reflects their removal from the airport and addition to the airpark. Further, during an audit staff found Sawyer Aviation had requested to cancel their contract in 2024 and were therefore removed from the list.

Commissioner Mier suggested including a tally for each category in the report. In response to Commissioner MeCartney's query Mr. Wielebski discussed the applications for aircraft washing without an increased presence at the airport.

7. Discussion and Possible Action to Adopt Resolution No. 13764 and Authorize Contract 2026-145-COS a Memorandum of Agreement with U.S. Customs and Border Protection at Scottsdale Airport

Aviation Director, Rick Wielebski provided an overview noting that a third Customs and Border Protection Officer was requested for the Customs and Border Protection (CBP) Facility at Scottsdale Airport in August 2025. The request is due to increased JSX flights to Cabo San Lucas with up to 30 passengers per flight. Recently the requisition was approved, and a third CBP officer will start in October 2026.

Mr. Wielebski reviewed revenues and expenses, noting this position was added to the current fiscal years budget. Revenues are expected to be over $427,000 from JSXs user fees.

COMMISSIONER MIER MADE A MOTION TO RECOMMEND ADOPTION OF RESOLUTION NO. 13764, AUTHORIZING CONTRACT 2026-145-COS A MEMORANDUM OF AGREEMENT WITH U.S. CUSTOMS AND BORDER PRETOECTION AT SCOTTSDALE AIRPORT. VICE-CHAIR KUBE SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR BEAUBOEUF, VICE-CHAIR KUBE, AND COMMISSIONERS BENNETT, LENTON, MECARTNEY, AND MIER, VOTING IN THE AFFIRMATIVE.

8. Discussion and Possible Action to Recommend to City Council Adoption of Resolution No. 13768, Authorizing Contract No. 2026-147-COS with DMD Real Estate Group, LLC for Aviation Real Estate Brokerage Consulting Services.

Aviation Director, Rick Wielebski, explained the Airport's use of a real estate contract to work through various real estate matters. The previous contract was initiated 10 years ago and expired this year. Following the RFP process a new five-year contract has been drawn up with DMD Real Estate Group, LLC. There is an option for five, one-year contract renewals. The contract has been reviewed by staff, there were no large pricing increases, and the contract includes the ability for real estate broker to seek out properties for the airport to purchase. Mr. Wielebski introduced Doug Davies from DMD Real Estate Group, LLC.

In response to Commissioner's questions, Mr. Wielebski advised this is a final contract that is compensated through the airport budget in the amount of $56,000 per year. The consulting service option on real estate opportunities will be billed at an hourly rate.

VICE-CHAIR KUBE MADE A MOTION TO RECOMMEND ADOPTION OF RESOLUTION NO. 13768, AUTHORIZING CONTRACT NO. 2026-147-COS WITH DMD REAL ESTATE GROUP, LLC FOR AVIATION REAL ESTATE BROKERAGE CONSULTING SERVICES.

COMMISSIONER MECARTNEY SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR BEAUBOEUF, VICE-CHAIR KUBE, AND COMMISSIONERS BENNETT, LENTON, MECARTNEY, AND MIER VOTING IN THE AFFIRMATIVE.

9. Discussion and Input Regarding Monthly Financial Reports for April, May, and June 2026

Aviation Director, Wielebski, reviewed the Monthly Financial Report for June included in the agenda packet, the Aviation Cash Fund Balance, the accounts receivable aging report, the monthly revenue and expenditure comparison, the year-to-date figures, and fuel flowage numbers. This included the end of the fiscal year numbers.

10. Discussion and Input regarding Monthly Operations Report.

Director of Airport Operations & Maintenance, Matthew Johnson, reviewed the Operations Report included in the agenda packet, highlighting statistics about based aircraft, operations, alerts, incidents, enforcement actions, U.S. Customs and Border Protection, airport operations, and the Business Jet Report. He noted Scottsdale Airport is holding the #8 ranking.

Responding to Commissioner questions, Mr. Wielebski explained the contract with CBP is with the City of Scottdale and is paid through user fees. This contract can be terminated with 120-day notice. Mr. Johnson reported it was a very busy summer with people remaining on the move.

11. Discussion and Input regarding Public Outreach Programs and Planning Projects.

Aviation Planning & Outreach Coordinator, Kelli Kuester reviewed the items highlighted in the staff report for this item, noting it will cover May through July and part of August.

In response to Commissioner questions, Ms. Kuester advised the consultant handled the one questions asked during the June presentation to City Council.

12. Discussion and Input Regarding Quarterly Noise Complaint Summary

Aviation Planning & Outreach Coordinator Kelli Kuester reviewed the staff report included in the agenda packet for this item, adding that most noise complaints were due to low aircraft flights and general aviation noise.

Replying to Commissioner questions, she explained two people not from the same household, made the 37 complaints throughout the day. Upon looking at the tower reports nothing unusual was found. Ms. Kuester reviewed how complaints can be made using the ScottsdaleAZ.gov website and the automated Noise line.

13. Discussion and Input regarding Monthly Construction Report.

Director of Airport Operations & Maintenance, Matthew Johnson, reviewed the monthly Construction Report. The Security Gate Improvement project has been completed on time and on budget. The GMP is under development for the Runway 3-21 Pavement Preservation Pre-Construction and Construction Phase Project. A construction update will be provided at the next meeting.

In response to Vice-Chair Kube's question, Mr. Wielebski explained they are in the beginning phases of planning and design for the recently purchased building to create a temporary parking lot.

14. Summary of the Administrative Report from the Aviation Director, or Designee, Regarding the Status of Pending Aviation Related Items.

Aviation Director, Rick Wielebski reviewed the Commission items listed in the staff report for this item, that included items voted on this evening. There were no updates on items on the boards and commissions list.

15. Discussion and Possible Action to Modify the Airport Advisory Commission Meeting Schedule and Commission Item Calendar

There were no suggested changes to the calendar. The next meeting is September 16, 2026.

PUBLIC COMMENT

There was no public comment.

FUTURE AGENDA ITEMS

There were no future agenda items suggested.

ADJOURNMENT

With no further business to discuss, Chair Beauboeuf called for a motion to adjourn at 6:19 p.m.

COMMISSIONER LENTON MADE A MOTION TO ADJOURN THE MEETING. COMMISSIONER MECARTNEY SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR BEAUBOEUF, VICE-CHAIR KUBE, AND COMMISSIONERS BENNETT, LENTON, MECARTNEY, AND MIER, VOTING IN THE AFFIRMATIVE.

SUBMITTED BY:

eScribers, LLC